

OPEN WATER TEAM/SQUAD MANAGER JOB DESCRIPTION

I - THE ROLE

You will work with the Open Water Committee to lead the strategic direction of the Open Water discipline. You will attend Open Water meetings, which are held approximately every quarter. These are normally held on a Saturday or Sunday at the NSA.

As Open Water Team and Squad Manager, you are required to support the Open Water Committee in the following areas:

General Responsibilities:

- Organisation of the National Open Water Development Squad (Development Squad) and Scottish National Representative Teams (Scottish Teams) in Open Water competitions.
- Take responsibility for developing the Scottish National Open Water Development Squad and Scottish representative teams.

Specific Responsibilities:

- Produce a report relating to areas under your remit at all Open Water Swimming committee meetings.
- Develop selection policies for the Development Squad and Scottish Teams for specific events/trips to be approved by the Open Water Committee.
- Provide information on performances of swimmers to the Open Water Committee to assist in their selection of swimmers for the Development Squad and Scottish Teams.
- In conjunction with the Chair of the Open Water Committee, encourage involvement of suitably qualified coaches in open water training days and squad/team tours.
- Coordinate Development Squad training days both indoor and in open water.
- Assist coaches during Development Squad training days.
- Maintain communication with Development Squad and Scottish Team members, providing them with relevant information as required.
- Coordinate travel and accommodation for Development Squad members competing at British and ASA Championships (the squad manager may travel with the team).
- Coordinate a Development Squad trip to compete at an overseas event (see trip activities below)
- Coordinate Scottish Team trips to compete at overseas open water events (see trip activities below). There are normally two Scottish Team trips per year depending on the available budget.

It will be normal for the holder of this post to be the team manager on the team trips, however, it is recognised that this may not always be possible and that a separate team manager may be appointed for a particular trip.

For each trip, the following activities will be undertaken;

- Inform swimmers of their selection and provide them with appropriate information.
- Selection of coaches and other staff.
- Coordination of entries and other documentation
- Organisation of travel and accommodation.
- Organisation of provision of kit and distribution to swimmers and staff.
- Management of all organisational requirements during the tour.
- Drive vehicles as required.
- Support coaching staff
- Budget management.

- Provision of reports for Scottish Swimming web site after trip completed.
- Assist with the coordination of swimmers competing in open water events outside Scotland other than the events given above (there is no requirement for the squad manager to attend these events).
- Attendance, if necessary, at relevant meetings within Scottish Swimming and British Swimming.
- Coordinate with the Scottish Swimming Performance Manager, Scottish National Coach and, if requested, the British Open Water Swimming Performance Manager to assist and encourage participation of high quality swimmers in open water events.

II- COMMITMENT

The commitment of the Open Water Team/Squad Manager equates to approximately **2** days per month during the period October to May and **6** days per month during the period June to September, i.e. approximately **40** days per year and involves attending approx. 4 meetings per year.

III - TERMS AND CONDITIONS

- **Tenure of Post**
The OW Committee Chair will appoint the post for a period of **1 year**. This period will normally start in November.
- **Membership Requirement**
The post holder must be a member of the Scottish Amateur Swimming Association.
Disclosure Certificate
- **Training**
The post holder will be expected to have attended or commit to attending relevant child protection and team management training.
- **Expenses**
Although the Open Water Team/Squad Manager is a volunteer position, expenses will be paid monthly in accordance with the current Scottish Swimming volunteer rate.